

**OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board**

SPECIAL MEETING MINUTES

Monday, July 6, 2020

The Procurement Policy and Compliance Monitoring Board met in a special session On **July 6, 2020 via conference call**

Recording Began

Karla Schreiber, Chairperson called the meeting to order at 11:01 am.

ROLL CALL

Board members present (3):

Springfield: Pam Blackorby, present
Tad Huskey, present
Lisa Kaigh, present

Chicago: Karla Schreiber, present
Jessica O’Leary, absent

Other staff: Eileen Baumstark-Pratt, Acting SPO
Kathy Leiser

Old Business

There was no old business at this meeting.

New Business

Deep Cleaning-Metro East Office

Eileen Baumstark-Pratt, Acting SPO, stated that the office is requesting that immediate deep cleaning services be performed at our Metro East office after an employee became ill, sought medical attention and was confirmed COVID-19 positive.

Given the urgent need, Office Services reached out to Service Master Restoration by ATK who confirmed that they could perform the needed services, which includes hand wiping and sanitizing all high touch points and defogging entire office with a natural cleaner (30 second kill)

The vendor will provide all cleaning materials and technicians to perform these services. The entire project is expected to take 4 hours.

A purchase order is being executed for Service Master Restoration by ATK in the amount of \$9,440.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

Public Comments

There were no public comments at this meeting.

Adjournment:

There being no further business to come before the PPCMB Board, Pam Blackorby moved and Tad Huskey seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Lisa Kaigh, Pam Blackorby and Karla Schreiber

The meeting adjourned at 11:03 am.

Recording ended.